

Washington County Policy—Section VII (N)

N. Tuition Reimbursement

In recognition of the importance of maintaining and advancing employees' educational, technical and managerial abilities, the County may reimburse eligible employees for partial costs of approved educational programs.

1. Applications must be filed and approved before commencing course work
2. Applications may be obtained through the Human Resources Department.
3. Approval will be based upon:
 - a. The relevance of the course or field of study to the applicant's County employment;
 - b. Whether the proposed studies will interfere with the employee's regular working hours.
 - b. The applicant's work history and performance with the County; and
 - c. The availability of funds budgeted by the County Commission.
4. If the Commission approves an application, an employee receives reimbursement by submitting a grade report at the end of the course, along with a tuition and fee statement, to the Human Resources Department showing course completion with a minimum of a C grade, or a passing grade in non-graded courses.
5. The Human Resources Department will submit the reimbursement request to the office of the Clerk/Auditor for payment. To provide consistency, payments will be based upon a Fee Schedule determined by the County Commission. Payment will be made at the rate of one-half of the Fee Schedule tuition.
6. Employees participating in this program will be required to sign a statement indicating that fifty percent of all funds received under this program from the County will be returned to the County if the employee terminates within one year of receiving reimbursement.